

Sample NASA Honor Award (Individual) Nomination

Award Title:

Exceptional Service Medal (ESM)

Medal criteria: Is awarded to any person in the Federal service for significant, sustained performance characterized by unusual initiative or creative ability that clearly demonstrates substantial improvement which contributes to NASA programs, with explicit consideration to the following criteria:

- Excellence and recognition of achievement that has set a benchmark for which others may strive. **Focus on overall service and exemplar accomplishments**
- Innovative approach used in the conception, design, or execution of the Agency's projects, programs, initiatives, and activities. **Novel Approach**
- Impact and importance of the individual's service to the Agency's missions and image.

Name of Nominee:

Ms. Nominee

Nominee's Organization/Mailing Address:

XYZ Center

Group Representative:

N/A

Group Name: (50 maximum characters)

N/A

Nominator's Name and E-mail Address:

Citation (to be printed on the certificate): (145 characters/spaces of 175 maximum)

For outstanding technical contributions as an Environmental and Control Life Support System flight controller by improving CO2 issues on the ISS.

Justification: (2,222 characters/spaces of 3,500 maximum)

(Opening) ← Explains position and gives view of overall career accomplishments

Mr. Nominee has supported over 6500 hours on console as an Environmental and Control Life Support System (ECLSS) Flight Controller. He has supported every ISS increment in the history of ISS, including 3 increment lead assignments, 14 joint Shuttle missions and 5 Shuttle Flight Lead assignments.

(Justification) ← Gives more detailed information on accomplishments with specific explanation of impact

Mr. Nominee has also supported initial activation of several major ISS modules and components. This includes his work as 2A ECLSS team member (Node 1 installation and activation), 5A ECLSS lead (US Lab installation and activation), 7A ECLSS team member (US Airlock installation and activation), 10A ECLSS team (Node 2 installation and activation) 1J ECLSS lead (JEM installation and activation), OGA initial activation team and Regen ECLSS initial activation team. As part of the Regen ECLSS team, Mr. Nominee coordinated the ECLSS console tool development efforts and supported countless hours of vehicle hardware testing. During his testing support Mr. Nominee uncovered hardware and software integration issues, and worked with the owners to create workarounds. ←--Importance of service. In preparation for the 1J mission Mr. Nominee created a new ISS ventilation configuration that improved air flow and for the first time eliminated crew CO2 complaints. ←----Results! During the 2J/A mission Mr. Nominee wrote a new procedure, during the mission, to work around a unique CO2 Removal Assembly (CDRA) failure. ←--Novel approach. This procedure allowed the ground team to perform all of the commands normally executed by the onboard software. Without this procedure the CDRA would have been unavailable, requiring early undocking of the Shuttle and sacrifice of key mission objectives. ←----Explains the scope. Mr. Nominee is currently working on preparations for the Node 3 module launch, installation and activation. This work includes relocating the Regen ECLSS racks from the Lab to their final home in the Node 3 module. Following that relocation, a full activation and checkout will be required.

(Closing remarks) ← Strong conclusion

Mr. Nominee has a long history of strong technical leadership within the ECLSS group, throughout the Division, across the program and extending to all the international partners. For his outstanding service to the NASA mission, Mr. Nominee is proudly recommended for the NASA Exceptional Service Medal.

Please note the following disclaimer: The nomination examples are for guidance and/or reference only. Use of any part of the documents is no guarantee of an approved honor award nomination.